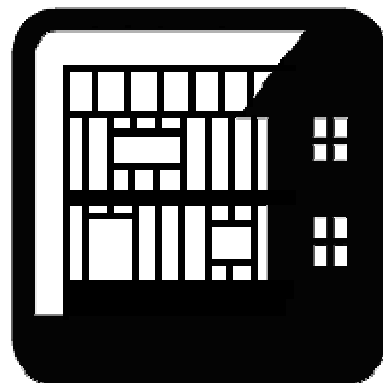


## Land Development Services

Department of Public Works and Environmental Services

Hours of Operation: Monday - Thursday: 8 a.m. to 4 p.m.  
Friday: 9:15 a.m. to 4 p.m.

Location: **Herrity Building**  
12055 Government Center Parkway  
Fairfax, VA 22035-5504  
Telephone: 703-222-0801  
TTY: 711



For forms and publications, visit us on the Web at  
**[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)**

This publication provides guidelines for building an addition to a detached single family home. The requirements herein are the most common and are not representative of all the conditions you may encounter when designing and constructing an addition.

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## PERMITS REQUIRED

You must obtain permits for the construction of a residential addition. Listed below, are the types of permits required, depending on the complexity of the project. Except as noted below, apply for your permits at the **Permit Application Center** located at the Herrity Building, 2nd floor, **703-222-0801, TTY 711**.

- **Building permit** for architectural and structural elements.
- **Electrical permit** for all electrical installations.
- **Mechanical permit** for installations of heating and air conditioning systems.
- **Plumbing permit** for installations of plumbing and gas piping systems.
- **Virginia Department of Transportation (VDOT) permit** (and bond) when a grading plan is required (see page 3) and your property is located on a state road. Apply at the **VDOT Permit Office** 14628 Avion Parkway, Suite 120, Chantilly, **703-383-2888, TTY 711**.
- **Well/septic permit** for altering or relocating private water or sewage systems. Apply at the **Health Department** 10777 Main Street, Fairfax, **703-246-2201, TTY 711**.

**HELPFUL HINT:** You may obtain permits in your own name; however, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the responsible party. In this way, the county will be in a better position to assist you in gaining code compliance if the work is defective. A contractor must be properly licensed in order to obtain a permit.

## BEFORE OBTAINING A PERMIT

### COVENANTS AND DEED RESTRICTIONS

Covenants and deed restrictions are regulations set forth by many homeowner or civic associations. While not enforced by Fairfax County, some regulations may restrict construction. For more information, contact your association.

### BUILDING CODE

Your project is required to comply with the 2006 Virginia Residential Code which may be purchased from the International Code Council at [www.iccsafe.org](http://www.iccsafe.org). Code books are also available in the reference section of the Fairfax County regional libraries.

### MINIMUM SUBMISSION REQUIREMENTS

All submissions for an addition must include the following:

- ☐ Two sets of building plans (see below for requirements).
- ☐ Two copies of the house location plat or grading plan (see page 3 for requirements).

### BUILDING PLANS

Building Plans must meet the following requirements:

- ☐ Minimum scale of  $\frac{1}{4}$  inch = 1 foot; all dimensions must be shown.
- ☐ Minimum sheet size: 11 x 17 inches, no pencil.
- ☐ Code year used for the design (see BUILDING CODE above).
- ☐ Name, address and occupation of the building designer.
- ☐ If plans are prepared by a Virginia registered design professional, at least one set of plans must bear the **original** seal, signature and date. This set will be retained by the county.
- ☐ List of material specifications including, but not limited to: grade and species of lumber, concrete strength and steel strength.
- ☐ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity and lateral earth pressure (for Fairfax County the ground snow load is 25 pounds per square feet and the wind speed is 90 miles per hour).
- ☐ Foundation plan.
- ☐ Footing details (minimum footing depth is 24 inches).
- ☐ Floor plans of all levels with all rooms labeled.
- ☐ Location of smoke alarms.
- ☐ Structural framing plans for each level accurately detailing all members, sizes, span lengths and spacing.
- ☐ Structural details of connections.
- ☐ Evaluation report from an authorized listing agency, such as the [International Code Council – Evaluation Service](#), must be submitted for all materials not listed in the code.
- ☐ Plans must include load calculations for all columns.
- ☐ Typical wall section with sheathing thickness and type.
- ☐ Wall bracing including location of all braced wall lines and braced wall panels, method(s), and any other special requirements. Proprietary products require an evaluation report from an authorized listing agency. For more information, see the publication [Wind Bracing](#).

- ☐ Insulation R-values and U-factors. See [Energy Conservation](#) for more information and specific requirements.
- ☐ Structural framing plan for roof.

**HELPFUL HINT:** Truss shop drawings for pre-engineered floor or roof trusses may be submitted directly to Building Plan Review after the building permit has been issued, but prior to any truss erection. Attach the [Truss Plan Cover Sheet](#) to a minimum of two sets of shop drawings; at least one set must have an **original** seal and signature of the truss designer. Approval can be obtained while you wait. Shop drawings may be electronically submitted; see the [Truss Plan Cover Sheet](#) for more details.

- ☐ Elevations (front, side and rear) indicating window and door dimensions, and window sill height above finished floor.
- ☐ Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements.
- ☐ Location of safety glazing.
- ☐ Manufacturer's design specifications for pre-fabricated fireplaces.

#### HOUSE LOCATION PLATS

If you do not have a copy of your house location plat, review your loan closing documents or contact your mortgage lending institution to obtain one. You may also contact the Zoning Permit Review Branch on the 2nd floor of the Herrity Building, **703-222-1082, TTY 711**; **please note** plats are not available for all properties. If you are unable to locate a copy of your plat through these sources, you will be required to hire a certified land surveyor or civil engineer to have one prepared.

House location plats must meet the following requirements:

- ☐ No reduced, enlarged, and faxed copies.
- ☐ The area of the addition drawn to scale.
- ☐ Note the actual square footage or overall dimensions of the addition.

#### GRADING PLAN

A grading plan (a three-dimensional drawing showing existing and proposed topography for the addition site), [Conservation Agreement](#) and deposit, and a Pro-Rata Share Agreement are required if the addition:

- disturbs more than 2,500 square feet,
- blocks existing drainage patterns, or
- requires more than 18 inches of cut or fill.

The conservation deposit will be returned to you after construction is completed and the county site inspectors have approved the site, provided the county has not expended funds to correct violations. For more detailed information, a handout entitled [Grading Plans](#) is available, or contact the Site Permits Branch, on the 2nd floor of the Herrity Building, **703-324-1510, TTY 711**.

#### PROBLEM SOILS

Problem soils are soil types which may have a high water table, expansive clays, or other behavioral problems. If your addition is constructed in a problem soil, you may need to hire a registered design professional to design the foundation system. For more information, contact the Site Permits Branch on the 2nd floor of the Herrity Building, **703-324-1510, TTY 711**.

## OBTAINING A PERMIT

### PERMIT PROCESS

Bring the construction documents described herein to the Permit Application Center on the 2nd floor of the Herrity Building where your permit process will begin. Here you will complete a building permit application. Permit technicians will direct you to the appropriate agencies necessary for permit approval. The applicable departments for an addition are:

- **Zoning** ensures setback requirements, as set forth by the County Zoning Ordinance, are maintained. The Zoning Permit Review Branch is located at the Herrity Building, 2nd floor, **703-222-1082, TTY 711.**
- **Site Permits** will review the plat for site-related issues, soils, and conformance to the Chesapeake Bay Preservation Ordinance. The Site Permits section is located at the Herrity Building, 2nd floor, **703-324-1510, TTY 711.**
- **Health Department**, located at 10777 Main Street, Fairfax, **703-246-2444, TTY 711**, will review for clearances to existing septic systems and/or wells if they exist on the property.
- **Building Plan Review**, located on the 3rd floor of the Herrity Building, **703-222-0114, TTY 711**, will review for compliance to the applicable building codes.
- **Sanitation** will review additions with new connections to the public sewer system. The Wastewater Planning and Monitoring Division is located on the 3rd floor of the Government Center, 12000 Government Center Parkway, Fairfax, **703-324-5015, TTY 711.**

The building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.

### TRADE PERMIT PROCESS

Mechanical, electrical and plumbing permits are issued after the building permit is approved, but may be processed at the same time. In most cases they do not require a plan submission; code compliance will be determined at the time of the inspection. **Please note**, you may be exempt from a mechanical permit if you are only extending ductwork provided the extended ductwork does not cause the existing HVAC system to become overloaded, hazardous or unsafe. If a new system is installed, the HVAC contractor must submit a [Residential Heat Loss and Heat Gain Certification Form](#).

### FEES

For information on the related fees for an addition contact the following:

- Permit Application Center for [building](#), [electrical](#), mechanical and plumbing permits at **703-222-0801, TTY 711** or visit [www.fairfaxcounty.gov/living/buildingpermits](http://www.fairfaxcounty.gov/living/buildingpermits).
- Plan and Document Control for site related permit and fees at **703-324-1730, TTY 711.**
- Health Department for fees related to septic systems and wells at **703-246-2444, TTY 711.**
- VDOT at **703-383-2888, TTY 711.**
- Wastewater Planning and Monitoring Division for sewer fees at **703-324-5015, TTY 711.**

### WALK-THRU PROGRAM

The Residential Walk-Thru Program allows the permit holder of one-story additions of less than 1,000 square feet to walk their submission package to each approving agency with the permit usually being issued on the same day. Additions of more than one story and second story additions are not eligible for this program.

## AFTER OBTAINING A PERMIT

### REQUIREMENTS FOR PUBLIC UTILITIES

You must call [Miss Utility](#), a free service, at **811, TTY 711**, before excavating to ensure that the construction does not interfere with underground utility lines. If you fail to contact Miss Utility and damage occurs, you will be liable for all costs of repair.

### INSPECTION REQUIREMENTS

- A copy of the approved permit, plat, building plans and [Residential Heat Loss and Heat Gain Certification Form](#) (if applicable) must be on the job site and must be available to the inspector during each inspection.
- You may choose to use a pre-approved licensed professional to perform the foundation inspections. Contact the Residential Inspections Division, at **703-631-5101, TTY 711**, prior to activation of the building permit. **Please note: this is a requirement for additions built on problem soils.**
- All close-in inspections and final inspections for building, mechanical, electrical and plumbing are required to be conducted simultaneously; the inspector may hold the requests until all trades are ready to be inspected.
- Please review the attached Inspection Timing Checklist on page 6 to determine the time and number of inspections required.

### SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction are reached that require an inspection. Ladders, scaffolds and testing equipment required to complete an inspection must be provided. Inspection requests may be made using one of the methods listed below; please have your permit number available when scheduling an inspection. Requests made prior to 11:59 p.m. on automated systems will be scheduled for the next workday.

- Inspection Request Center: **703-222-0455, TTY 711**, 8 a.m. to 4:30 p.m., Monday – Thursday, and 9:15 a.m. to 4:30 p.m. on Fridays.
- Fairfax Inspections Database Online (FIDO): [www.fairfaxcounty.gov/fido](http://www.fairfaxcounty.gov/fido) or call **703-222-2474**, 24 hours a day, seven days a week. Calling the FIDO system will require inspection codes which can be found at [www.fairfaxcounty.gov/dpwes/publications/ivr.htm](http://www.fairfaxcounty.gov/dpwes/publications/ivr.htm).

Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide this document in alternative formats and in different languages upon request. Please call **703-324-5033, TTY 711** or write Department of Public Works and Environmental Services, Suite 659, 12055 Government Center Parkway, Fairfax, VA 22035-5506. Please allow at least seven working days for preparation of material.



A Fairfax County, Virginia Publication.

INSPECTION TIMING CHECKLIST					
INSPECTION TYPE	APPLICABLE PERMIT				REQUIREMENTS PRIOR TO INSPECTION
	BUILDING	MECHANICAL	PLUMBING	ELECTRICAL	
					Notes: 1. Approval must be obtained prior to proceeding with the next applicable element. 2. All inspections are conducted by residential inspectors.
Footing	x				<ul style="list-style-type: none"> <li>The footing trench/formwork must be prepared and inspected prior to placement of concrete.</li> <li>The bottom of the footing must bear on solid ground.</li> <li>If problem soils, inspection must be made by geotechnical engineer.</li> </ul>
Basement Wall	x				<ul style="list-style-type: none"> <li>Forms must be installed and prepared for concrete; reinforcing steel must be in place.</li> <li>If problem soil, inspection must be made by geotechnical engineer.</li> </ul>
Plumbing Ground Work			x		<ul style="list-style-type: none"> <li>All sewer and water pipe placed beneath concrete slab must be installed</li> <li>Safe access must be provided to location of all pipes.</li> </ul>
Slab	x				<ul style="list-style-type: none"> <li>The area must be prepared for concrete; reinforcing steel must be in place.</li> <li>The gravel and vapor barrier must be in place.</li> <li>If drain tile is specified, it must be in place, properly sloped and tied to the proper outfall.</li> </ul>
Waterproofing	x				<ul style="list-style-type: none"> <li>All parging and waterproofing must be installed.</li> <li>If problem soils, backfill material and its placement must be certified by a geotechnical engineer.</li> </ul>
Masonry Chimney Hearth	x				<ul style="list-style-type: none"> <li>All forms, reinforcing steel, and flashing must be in place.</li> <li>In non-problem soils areas, a pre-approved licensed professional may perform this inspection.</li> </ul>
Fireplace Throat	x				<ul style="list-style-type: none"> <li>Firebox construction must be complete and first flue liner must be set.</li> </ul>
Close-in and 1st Gas			x		<ul style="list-style-type: none"> <li>All vents, gas piping, sewer pipe and/or water pipe to be enclosed must be installed and pressure tested.</li> </ul>
				x	<ul style="list-style-type: none"> <li>All electrical wiring must be installed and electrical boxes set.</li> </ul>
Framing	x				<ul style="list-style-type: none"> <li>Concrete or masonry walls and slabs must be inspected and approved.</li> <li>Sill plates must be installed and secured to the foundation walls.</li> <li>Stairways must be in place and secured.</li> <li>All sub-flooring must be installed.</li> <li>Structure must be weather tight.</li> <li>Wall and roof sheathing must be installed.</li> <li>Windows and doors must be installed.</li> <li><b>Electrical and plumbing close-in inspections must be approved or completed at the same time as the framing inspection.</b></li> </ul>
Mechanical Close-in		x			<ul style="list-style-type: none"> <li>Duct work must be installed.</li> <li>Insulation must be in place.</li> <li>Close-in and framing inspections must be approved.</li> <li>HVAC equipment does not have to be in place at the time of the close-in inspection. However, if an attic furnace is to be installed, its platform must be in place and installed.</li> </ul>
Final				x	<ul style="list-style-type: none"> <li>Electrical wiring must be complete.</li> <li>Appliances, fixtures, outlets, panels, switches, etc. must be installed.</li> <li>A panel box index must be complete.</li> </ul>
			x		<ul style="list-style-type: none"> <li>Plumbing fixtures and piping must be installed.</li> <li>Roughed-in plumbing fixtures must be permanently capped.</li> <li>Approvals must be secured for well and septic systems from the Health Department.</li> <li>The meter(s) must be set by Fairfax Water.</li> </ul>
		x			<ul style="list-style-type: none"> <li>HVAC equipment must be installed and operating properly.</li> <li>Attic, basement and/or crawl space insulation must be installed.</li> </ul>
	x				<ul style="list-style-type: none"> <li>The structure must be ready for use and occupancy.</li> </ul>